

T-AO FUEL OIL/LUBE OIL TRANSFER CHECKLIST

(NA) Those steps that do not apply to Lube Oil transfer)	Date _____	Initial Boxes When Event is Complete
2 Hours Before Bunkering Verify That Following Has Been Accomplished:		
Main Settler is Filled		
Aux Settler is Filled		
All fuel storage tanks have been sounded & readings recorded		
Fuel tanks to be bunkered have been properly dosed with an anti-fungal biocide		
1 Hour Before Bunkering:		
Secure all internal fuel transfer operations		
Verify that main & aux diesel fuel transfer pumps are secured & close respective suction & discharge valves		
½ Hour Before Bunkering:		
Cross connect the 2's in the ER through the fuel manifold to ensure level filling of tanks		
Verify system line-up by checking valve position indicators and valve stem positions		
Verify with Chief Engineer maximum amount (or level) desired in each tank		
Complete DOI. If bunkering at sea, Person In Charge (PIC) still completes applicable sections of DOI		
PIC obtains Bunker Delivery Note (BDN) & sealed, properly labeled fuel sample from supplier & provides to CHENG		
At DOI Transfer Conference Completion:		
Verify all personnel involved in fueling evolution are at their assigned stations		
Verify communications with all personnel involved in fueling evolution		
Obtain Master's permission to begin fueling		
Unlock and open Rummage Valve (portside aft tankdeck overhead)		
Open 2 Port & Stbd MOVs on tankdeck		
Obtain verification from personnel at fueling station that Rummage valve is open		
Commence fueling. Verify with fuel station personnel that connections at station are leak free		
Direct Pumpman to draw initial "spot" sample. Spot sample is taken to visually verify that fuel is clear & bright w/ no visible water.		
DURING BUNKERING:		
Verify system line-up by checking for rising level on tanks being filled using the ERC tank mimic screen and by initial manual tank soundings		
Monitor levels on tanks NOT being filled using the ERC tank mimic screen to ensure fill valves are not leaking.		
Monitor the Main Contaminated tank for level rise via the ERC tank mimic screen. (2's FO Storage overflow tank)		
Pumpman will fill two sample bottles from the Pumproom via the sample valve on the discharge manifold. These samples will be sealed, labeled & stored by the Second Engineer		
Continually sound tanks being filled, compare sounding with mimic screen display		
TOPPING OFF TANKS:		
Once 2's reach 42 feet reduce pumping to minimum pressure		
Continually sound tanks until 47 feet is reached in each tank		
Stop Pumping at 47 feet		
Take final sounding		
Close 2 Port & Stbd MOVs		
PIC verify that entire fueling system has been properly secured		
FILLING THREE PORT & STBD ENGINEROOM STORAGE TANKS		
At the conclusion of filling the Engineroom 2 Port & Stbd storage tanks reconfigure the fuel oil manifold in the ER to fill the 3 Port & Stbd storage tanks (If Filling the 3 Port & Stbd storage tanks)		
Open the 3 Port & Stbd manual fill valves in the MSD room		
Verify system line-up by checking valve position indicators and valve stem positions		
Verify with Chief Engineer maximum amount (or level) desired in each tank		
Verify all personnel involved in fueling evolution are at their assigned stations		
Re-verify communications with all personnel involved in fueling evolution		
Commence fueling		

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Verify system line-up by checking for rising level on tanks being filled using the ERC tank mimic screen and by initial manual tank soundings		Initial Boxes When Event Is Complete
Continually sound tanks being filled, compare sounding with the ERC mimic screen display		
Monitor levels on tanks NOT being filled on using the ERC tank mimic screen to ensure fill valves are not leaking.		
Monitor the Waste Oil tank for level rise via the ERC tank mimic screen. (3's FO Storage overflow tank)		
Throttle the 3 fill valves as necessary to ensure level filling of both tanks		
Once 3's reach 28 feet reduce pumping to minimum pressure		
Continually sound tanks until 32 feet is reached in each tank		
Stop Pumping at 32 feet		
Take final sounding		
Close 3 Port & Stbd MOVs		
Close and Lock Shut Rummage Valve (port side aft tankdeck overhead)		
PIC verify that entire fueling system has been properly secured		

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